

# Internal Control Risk Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Control Risk Assessment

Dear [Recipient Name],

As part of our ongoing commitment to maintaining effective internal controls, we have conducted a risk assessment for the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

Our assessment has identified several key risks that could impact our operational effectiveness and compliance.

## Identified Risks

1. [Risk 1 Description]
2. [Risk 2 Description]
3. [Risk 3 Description]

We recommend the following actions to mitigate these risks:

- [Mitigation Action 1]
- [Mitigation Action 2]
- [Mitigation Action 3]

We appreciate your attention to these matters and encourage collaboration to strengthen our internal control framework. Please feel free to reach out with any questions or suggestions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]